**Mrs. Wendy Nichols**

**Business and Technology**

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# Classroom Guidelines:

I expect the school policy as outline in the student handbook to be followed.

I expect all technology to be handled with respect.

I expect everyone to be treated well.

**Do not cause problems! If you do fix it, if you don’t I will do something.**

# Materials:

One three ring, 1” or 2” binder, with five dividers (the ones with pockets are best), ream of printer paper. You will need appropriate writing utensils. I would welcome Kleenex or something similar for the common good of all.

# Course Objective:

Focus is on preparing students to be more ready for life, including post secondary education and work force ready. Students explore more about who they are and corresponding career options. This is done by looking at their self concept, setting goals, problems solving, critical thinking, ethics, leadership, information technology, communication, economics, safety, legal responsibilities, and health including relationships.

**COMPUTERS**

Students using electronic media must abide by the Acceptable Use Agreement (AUA) adopted by the District or face suspension of privileges for up to one year. As per the AUA, students may not access chat rooms or games on the computers or send or receive personal e-mail.

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This course is a graduation requirement page 7 of student handbook.

# Computers and Online Resources:

* Google Dos (Gmail account needed) [www.mail.google.com](http://www.mail.google.com)
* Wiki Spaces [www.wikispaces.com](http://www.wikispaces.com)
* College in Colorado Account [www.collegeincolorado.org](http://www.collegeincolorado.org)
* School Web site: [www.pvsd50.org](http://www.pvsd50.org)
* Online resource [www.gcflearnfree.org](http://www.gcflearnfree.org)
* On Your Own CTC – computer based program
* I reserve the right to use a variety of other resources you can follow the class on my website and ask questions.

# The_Power_of_Choice_by_Micheal_Pritchard.pngOther Resources:

I use a series of videos from a counselor/comedian, **Michael Pritchard** to supplement and meet standards. <http://www.livewiremedia.com/ThePowerofChoice>

**Real Care babies** have been purchased by our district and are used as the class final project. Students need to care for the computerized baby for 36 hours.

# Grading and Assignments:

**I work hard to get your grades in the computer as promptly as possible; my personal goals is to have them do have them up to date every Thursday for that week.** *If you are missing assignments (have to re-do or fix an assignment, absent or choose not to turn the work in for any reason) then; I use a few codes to remind myself and you what happened. Always take a moment to ask me if you are uncertain.*

**EA** = “Excused Absences”, you need to make this up within three school days, if not see the late policy below.

**L =** “Late” Late policy: an extension up to 4days is possible and can be requested by the student, the final grade be reduced by 5%, as when one is late is the business world there are penalties and they are lessened when one communicates. No communication from student and student turns in late work it is reduced by 10%. This is only within 2 weeks of the due date. There are fines and penalties for late behavior in the business world. After two weeks have passed the due date, and the work is not completed and/or extensions have not been met, then the opportunity to complete that job, task, and/or assignment will no longer be available, that sadly means a zero.

**GRADES**

The following grading system will apply:

1. Exceeded standards, demonstrating exceptional quality of effort, skills, knowledge, and products.
2. Exceeded standards, demonstrating quality of effort, skills, knowledge, and products.
3. Met standards, demonstrating satisfactory quality of effort, skills, knowledge, and products
4. Met standards, demonstrating unsatisfactory quality of effort, skills, knowledge, or products.
5. Did not meet standards.

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| First Day (Personal Information) |
| Power of Choice |
| Goal Setting |
| ACT Prep (Pre-test) |
| Self Esteem |
| Who Am I |
| Career Planning Research |
| Money Matters |
| Personal Finance: credit reporting, banking, credit cards, insurance, consumerism, renting vs. owning, budgeting, etc. |
| Living on Your Own (CTC) Game |
| Don't Sweat the Small Stuff for Teens |
| Writing Your Resume |
| Employment Application |
| Write Your Cover Letter |
| Practice & Interviewing |
| Write Thank You Letters |
| Acting on Values |
| Reading - Life Skills and ACT |
| Increase Workplace Success: time management, business etiquette, workplace pitfalls, Stress, etc |
| Science - skills and ACT |
| Coping with Pressures |
| You Matter |
| Math - skills and ACT |
| Drinking and Driving |
| Friendship and Dating |
| Real Care Babies |
| Work Ethic – goal setting |